

Delaware Homeland Security Terrorism Preparedness Working Group
Delaware Emergency Management Agency
Meeting Minutes
October 18, 2010

1. Director Jamie Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:30 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
 - a. Meeting Notice & Agenda
 - b. Training and Exercise Subcommittee Meeting Minutes from August 4, 2010
 - c. DHSTPWG Meeting Minutes from September 13, 2010
 - d. Delaware Homeland Security Terrorism Preparedness Working Group Reallocation Summary
 - e. Delaware Homeland Security Terrorism Preparedness Working Group Homeland Security Grant Program FY 2006 -2009 Spending Report.
2. September 13, 2010 minutes were reviewed and approved. (**Motion: Dave Carpenter; Second: Bill Topping – Passed Unanimously**)
3. **Old Business:**
 - a. **Communication Interoperability**
 - 1) Next Generation 800 MHz Enhancement (Dave Roberts) – The SIEC has absorbed the responsibilities of the Next Generation 800 MHz committee and the Next Generation 800 MHz committee will be dissolved. (**OPEN**)
 - 2) Interoperable Emergency Communications Grant Update (Jennifer Dittman) – No Report. (**OPEN**)
 - b. **Subcommittee Reports**
 - 1) Equipment Subcommittee (Joe Thomas, Chairman) – No Report
 - 2) Vehicle Subcommittee (Dave Roberts, Chairman) – No Report
 - 3) Funding Subcommittee (Allen Metheny, Chairman) – No Report
 - 4) Training and Exercise Subcommittee (Robert Newnam, Chairman) – The Subcommittee met on September 1, 2010; minutes of the meeting were distributed to the Working Group. The Subcommittee approved allocations of \$7,341.24 for 4 people to attend All Hazards Position Specific Operations Section Chief training and \$1,676.50 for the Counter-Terrorism Detective/EOD Bomb Technician Conference. The Subcommittee will be rescheduling the Training and Exercise workshop to coordinate with availability to Homeland Security funding. The next meeting will be held at 8:30 a.m. on November 3, 2010 at the Delaware State Fire School. (**OPEN**)
 - 5) NIMS Subcommittee (Jim Cabbage, Chairman) –No report. (**OPEN**)
 - 6) Resource Management and Asset Tracking and Personnel Identification and Accountability Subcommittee – (Secretary Lewis Schiliro, Chairman) – The change

order affecting both systems is being processed. The Architectural Review Board approved the change to the Personnel Identification and Accountability system. (OPEN)

- c. **Equipment Procurement Process (Jennifer Dittman)** – Extensions have been requested for FY06 and FY07, based primarily on the time requirements of the RMA and sheltering projects. Please be patient as order processing has been significantly delayed due to implementation of and problems with First State Financials.

4. New Business:

- a. **Funding Reallocation** – The Law Enforcement discipline requested reallocation of FY06, FY07, and FY08 cost savings and cost overruns to FY09 SWAT and EOC equipment replenishment. There was not enough time to receive the approval of the Investment Teams prior to the Working Group meeting. (Motion: Bill Topping; Second: Dwayne Day— Passed Unanimously) (CLOSED)
- b. **Letters of Appreciation** – The Working Group motioned to have Chairman Turner send letters to Jim Cabbage and Joe Papili in appreciation of their years of service to the DHSTPWG. (Motion: Bill Topping; Second: Tim Cooper— Passed Unanimously) (CLOSED)
- c. **ISIP** – The Working Group motioned to approve the state/local funding split and ISIP for the FY10 Homeland Security Grant. The FY10 grant is 58% Local funding and 42% State funding. (Motion: Allen Metheny; Second: Dave Carpenter— Passed Unanimously) (CLOSED)
- d. **EHP Review** – FEMA staff conducted a technical assistance session on Environmental and Historic Preservation screenings at DEMA on October 18. Extra materials are available for anyone interested. Dave Carpenter thanked DEMA for hosting this session. (CLOSED)
- e. **Homeland Security Advisor's Comments** – Kurt Reuther – The initial section of the State Homeland Security Strategy has been revised and work is proceeding to revise the remainder of the document. It will be circulated for review and will be provided to the DHSTPWG membership for comment when a draft is ready. The Homeland Security Advisory Council is now an open meeting.
- f. **DHSTPWG Chair Comments**—Jamie Turner— DEMA participated in a single point audit for the Homeland Security Grants. The auditors will be conducting a follow up on a potential minor finding. He discussed the integration of the NIMS and ICS subcommittee functions and the dissolution of the Next Generation 800 MHz subcommittee. He reported on the visit from a new Federal Coordinating Officer. As part of FEMA requirements, new FCOs must spend time in state EOCs. The visiting FCO was very impressed with Delaware's plans, people, and facilities.

- g. **Vendor Presentation**—Dave Carpenter inquired about the possibility of hosting a presentation from a mapping vendor at the next DHSTPWG meeting. He will follow up with DEMA staff.
- 5. The meeting adjourned at 2:30 p.m.
- 6. **Next Meeting— The next meeting is scheduled for November 15, 2010, 1:30 p.m.—DEMA Training Room.**



JAMES E. TURNER, III
Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

1 Attachment: Attendance Roster

Note: All Meeting Handouts are available upon request.

**Delaware Homeland Security Terrorism Preparedness Working Group
Meeting Attendance Roster
October 18, 2010**

NAME	AGENCY
Voting Members	
Jamie Turner	Chairman
Colonel Dallas Wingate	DE National Guard
Allen Metheny	DE Volunteer Firefighter's Association
Monroe Hudson	Delaware State Police
Bill Topping	Delaware Police Chiefs
Absent	Delaware League of Local Governments
Absent	Council on Police Training
Robert Newnam	DE Fire School
Dave Carpenter	NCC Emergency Management
Colin Faulkner	KC Emergency Management
Absent	Wilmington Emergency Management
Absent	SC Emergency Management
Scott Koenig	Public Works
Absent	DE Healthcare Association
Tim O'Hea	DHSS, Division of Public Health
Ellen Malenfant	DNREC
Absent	Public Safety Communications
Tim Cooper	Emergency Medical Services
Sandra Ennis-Alexander	Department of Technology & Information
Absent	Department of Agriculture
Robert George	Citizen Corps
Working Group Members & Guests	
Kurt Reuther	Department of Safety and Homeland Security
Grayson Clarke	US Attorney's Office
Bryant Baker	Department of Technology & Information
Dave Mick	KC Emergency Management
Mike Chionchio	Office of the State Fire Marshal
Thomas Ellis	Department of Justice
James Wright	Courts
Danielle Rosello	DHSS, Division of Public Health
Joe Wessels	Delaware League of Local Governments
Bobby Schoonover	SCEMS
Stephanie Lighter	SCEMS
Delaware Emergency Management Agency Staff	
Tony Lee	Principal Planner
Jennifer Dittman	Terrorism Preparedness Supervisor
Tom Nesbella	Planner
Will Hayes	Planner
Courtney Emerson	Planner
Tom Yeasted	Technical Assistance Coordinator